

# SAVE 16 HOURS A WEEK

## WITH MY 6 SIMPLE HACKS

M&M  
BUSINESS  
SUPPORT



## HELLO, I'M NATALIE

I'm a passionate problem solver and solution finder!

For me, living my best life means helping others improve *their* work-life and empowering them to achieve their business dreams.

As an experienced Business Support Virtual Assistant, I know that what business owners crave most is **MORE TIME**.

Time to scale up, time to work on their growth plan, time to chase new leads, time to work on their business. Time for themselves.

So I want to ask you a question: **what if YOU could save 16 hours a week?**

My simple hacks will help you save HOURS at little to no cost. They are the tried and tested, time-saving techniques that I use with my clients to **boost growth and productivity**. Now, I'm sharing them with you in the hope that you too can take back control of your business and focus on YOUR priorities.

Are you ready to get your time back?

Natalie

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# 6 HACKS

## TO SAVE YOU 16 HOURS A WEEK

### SHORTEN MEETINGS



Meetings don't HAVE to be 60 or 30 minutes

Think about what you want to discuss and book 15 or 45 minutes instead. And don't forget meeting frequency! It's a waste of time if you turn up every week with no news or progress to report. Extend the recurrence to fortnightly or monthly instead.

**Try this:** Review four meetings you have booked, and shorten them.

**Time saved: 2 hours**

### USE YOUR TRAVEL TIME



Use time effectively - plan tasks for while you're travelling

Using travel time effectively means arriving at your destination with less on your plate. It could even reduce the amount of work you take home! Read, draft emails, and watch presentations, on the train. You can listen to podcasts and audio recordings in the car.

**Try this:** Review your emails during a train journey and listen to a meeting recording in the car.

**Time saved: 2 hours**

### LEARN TO SAY NO



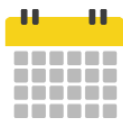
If an opportunity feels wrong, say no

Maybe the timing is too tight, or you're not feeling confident working on a project. Don't waste time or pile on extra stress. Just say no and use the extra time to work on better leads and other opportunities.

**Try this:** Turn down one task, but recommend a business connection who could take it on instead.

**Time saved: 3 hours**

### CALENDAR CONTROL



Control your schedule, so you work more efficiently

Block out time for your own admin and client work, and group similar tasks together. Use Calendly (or similar) to easily let people see your availability and book. You'll save time not going back and forth on dates and availability.

**Try this:** Publicise your Calendly link and share with your team and clients.

**Time saved: 1 hour**

### EMBRACE TECH



Use apps, tools, and systems to automate tasks and save time

Tech is your time-saving friend! Schedule template communications and use task managers to flag up due dates. Then you won't waste time checking your notes and calling people to remind them about a job or get a progress update.

**Try this:** Automate two reports, and set up five regular task reminders to go out to yourself or your team.

**Time saved: 3 hours**

### OUTSOURCE TASKS



Utilise team members (or hire a Virtual Assistant) to get jobs done

Identify which tasks *need* to be done, but could be done by others (e.g. meeting arrangements, presentation prep). Then outsource these tasks. Don't waste time on the weekly jobs that drain hours or you don't enjoy.

**Try this:** Delegate four tasks from your to-do list to a team member, or outsource them to a Virtual Assistant.

**Time saved: 5 hours**

Need a hand with outsourcing, calendar management, or automation? My team and I are equipped with super-skills, armed with coffee, and ready to tackle your to-do list.

**Fancy getting to know us a little more?**

Book a free, friendly and no-pressure chat

**CLICK HERE**